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5-9554

26 August 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Time Element in the Processing of T/O's

1. Please note herein the delay factor in the processing of T/O's:

- a. The originator made his request to us through the DD/P Admin on 17 June.
- b. DD/P Admin released his concurrence on 9 July to us.
- c. We secured Personnel's concurrence on 4 August.
- d. We requested coordination from the Budget Division 10 July, and received their reply 17 August.
- e. Since 17 August, typing backlogs have added another week.

2. Another case involved only one Native position:

- a. The originator requested DD/I concurrence on 12 July and secured it on 16 July.
- b. Coordination by Personnel was secured on 23 July.
- c. Coordination by Budget was secured on 19 August.
- d. It arrived in this office from the last concurrence (Budget) on 20 August and I signed off on it today after three workdays.

3. These instances are common, and I suggest that you may consider it fruitful to emphasize the desirability and the practicality of pushing these small things through in a matter of one or two days on the part of each office involved, else Management, the Comptroller, and Personnel will increasingly develop a bad reputation for service. I am putting the screws down on this Staff, but deem it wise for you to make mention, perhaps in your Staff meeting, along the same lines.

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Chief, Management Staff

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